



How To Create
New Company

Step 1

Go To Company Module & Click + Button Over Top Right Corner.

You Can Also Use Shortcut For The Same By Clicking + Icon Showing Here

This Icon Indicates The Running Companies Timer
You can Export EXCEL All Your Company

You Can Import All Your Companies By Uploading Excel Sheet

You Can Import All Your Company's Directors By Uploading Excel Sheet

You Can Import All Your Company's Shareholders By Uploading Excel Sheet

Company List

Show 10 entries

Search:

	Company Id	Company Name	Customer Name	Company Type	Company Category	Start Date	End Date	Assigned To	Progress Status	Status
	1168	RYERSON FUTURES INC	ABDULLAH SNOBAR	FOREIGN COMPANY	NON RETAINER	01-04-2022	01-05-2022	Everyone ? +	Started	Active
	1169	ASHIRAJ EDUCATION OVERSEAS CONSULTANT PRIVATE LIMITED	ABHAY DAS	PRIVATE LIMITED	ONE TIME CLIENT	01-04-2022	31-03-2023	Everyone ? +	Started	Active
	1170	SHIRAZ DEVELOPERS PRIVATE LIMITED	AJAY DAS	PRIVATE LIMITED	RETAINER DHUF	01-04-2022	31-03-2023	Everyone ? +	Started	Active
	1171	GIRIKUNJ PROPERTIES LLP	AJAY DAS	LLP	SEMI RETAINER	01-04-2022	31-03-2023	Everyone ? +	Started	Active
		TRILLIUM ECONOMIC								

DEEPAK AMARSHI VARIYA

Last Login: 16-08-2023 5:08 PM

Online

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- Auto Bank Reconciliation (ABR)
- Company Law



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Company

Step 2

Company List Add Company

Fill The Entire Form Step By Step

Fill The Organization information Here

Fill all form field to go next step

Step 1

Information

Registration & Tax Info

Correspondence

Contact Person

Billing Information

Other

Customer Name Is Mandatory before crating a company Hence Always create a customers before Company

Step 1 - 6

Customer ⓘ *

Select Customer



Add Customer Shortcut

Work Profile ⓘ *



Work Profile Shortcut

Company Name *

Status *

Started

Company Type ⓘ *

Select



Company Type Shortcut

Start Date *

Company Category ⓘ *

Select



Company Category Shortcut

End Date *

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Company

Company Add Company

Step 2

Fill The Entire Form Step By Step

Fill The Registration & Tax information Here

Fill all form field to go next step

Step 2

Information

Registration & Tax Info

Correspondence

Contact Person

Billing Information

Other

Step 2 - 6

CIN *

If you don't have presently then write NOT AVAILABLE

This field is required.

PAN Number *

If you don't have presently then write NOT AVAILABLE

TAN Number *

If you don't have presently then write NOT AVAILABLE

State *

Select

GST Registration Type *

Select

GST Number *

If you don't have presently then write NOT AVAILABLE

Apply TDS

☒ No

← You Can Switch It By Choice YES OR No
if You select Yes Then Invoice Of This Company
Will Allow You To Book TDS

PF Number *

If you don't have presently then write NOT AVAILABLE

ESIC Number *

If you don't have presently then write NOT AVAILABLE

After Completing The Form
Press On Next Button



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Comp Add Company

Step 2

Fill The Entire Form Step By Step

Fill The Correspondence information Here

Fill all form field to go next step

Step 3

 Information	 Registration & Tax Info	 Correspondence	 Contact Person	 Billing Information	 Other
---	---	--	---	--	--

Step 3 - 6

Registered Address *

Correspondence Address *

Telephone

Cellphone *

Email *

Website

**After Completing The Form
Press On Next Button**



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Company

Comp Add Company

Step 2

Fill The Entire Form Step By Step

Fill The Contact Person's information Here

Fill all form field to go next step

Step 4

Information

Registration & Tax Info

Correspondence

Contact Person

Billing Information

Other

Step 4 - 6

Is Contact Person same as
Customer? ⓘ

☐ No

← You Can Switch It By Choice YES OR NO

Person Name *

Mobile Number *

Email Id *



You can Add Multiple
Contact Person From
This Shortcut

After Completing The Form
Press On Next Button



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Company

Comp Add Company

Step 2

Fill The Entire Form Step By Step

Fill The Billing information Here

Fill all form field to go next step

Step 5



Step 5 - 6

Progress

Progress 0% ☐ Company Hours ☐ Through tasks

Fixed Price *

Estimate Hours *

Billing Type *

Fixed Price

Opening Balance *

As Of



CONSIGNEE ADDRESS

You Just Have To pick a date from the calender It'll Automatic reflect in the column

Consignee Name

Email

Consignee Address

GST No

Country

Select

State

Select

PIN Code

Phone No

After Completing The Form
Press On Next Button



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